

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO.

C-686

PAGE NO.

1 of 3

	AUDITOR'S OFFICE	ALL DIVISIONS		
AGENCY		DIVISION		
NO.	DESCRIPTION	RETENTION		
	THIS SCHEDULE SUPERSEDES SCHEDU	LE C513-A		
1.	AUDIT WORKPAPERS These files contain audit guideli schedules and correspondence requiroutine and special internal audi monthly bank reconciliations, you fund, inventory, revenue division improvement fund, etc. Also, incodocumentation relevant to Charter The information in these files is from any other agency or departme	ired to complete to Records Management. ts, including Retain for fifteen (15) ching file, general years, then destroy. capital luded are and Grant Audits not available		
2.	CHECK RECONCILIATION These files consist of data proce and contain a chronological, nume number. They are printed monthly tapes are forwarded from bank and cleared and outstanding checks an the Office of Finance for reconcidivided as follows: A. Payroll Check Account (preconciliation is include workpapers B. Disbursement Check Account 1972, reconciliation is included workpapers C. Employee's Retirement Account to October 1981 reconciliation included in workpapers. record is also forwarded Finance, Retirement Secti	rical list by check The magnetic developed showing d forwarded to liation. They are for to 1973, d in t - prior to ncluded in count - Prior ation is A copy of this to Office of		
SCHEDULE APPROVED BY RECORDS MANAGEMENT OFFICER		SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE OFFICER		
3/24/92 Sudd a Tunk DATE SIGNATURE		3/30/92 MANUSIGNATURE SIGNATURE		
SCHEDULE APPROVED BY AGENCY,OR DIVISION REPRESENTATIVE		SCHEDULE APPROVED BY STATE ARCHIVIST		
3/23/ DATE	192 Stephen J. Sichner	5/10/9e Shalolan DATE SIGNATURE		



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. C-686

PAGE NO. 2 of 3

ITEM		
NO.	DESCRIPTION	RETENTION
3.	AUDITOR'S RECIPIENT LISTING As required by the Baltimore County Code, the Auditor maintains an annual list of all payments to individuals and vendors, excluding payrolls. The Recipient Listing provides the basis for developing and complying with the above requirement and includes the check number, date, amount, code, Vendor Number, and Social Security Number.	Retain for fifteen (15) years, then destroy.
4.	VOUCHER LISTING This file contains a listing of vouchers selected for testing and verification and it may include audit remarks and cross-reference to other audit papers, including audit information related to Charter and Grant Audit.	Retain for fifteen (15) years, then destroy.
5.	EMPLOYEES EARNINGS RECORDS The original Employees Earnings Records are maintained by the Office of Finance. The Auditor's copy represents a duplicate, for convenience.	Non-Record. Retain until no longer needed, then destroy.
6.	FINANCE OFFICE - FINANCIAL SYSTEMS FILES The original Financial System Files are maintained by the Office of Finance. The Auditor's copy represents a duplicate retained in this office for convenience.	Non-Record. Retain until no longer needed, then destroy.
7.	GENERAL CORRESPONDENCE AND ADMINISTRATIVE FILES Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
8.	UNOFFICIAL PERSONNEL FILES Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. C-686

PAGE NO.

3 of 3

	- EYYLAN		3 of 3
ITEM NO.		DESCRIPTION	RETENTION
9.	This f leave	AND TIME SHEETS ile contains office copies of employees annual and daily time recordings (biweekly copies of heets, and computer biweekly printouts).	Retain for one (1) year, then destroy.
10.	Annual	RECORDS Budget Submissions y Budget Printouts apers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
11.	Files Goods lexpens vouches bills,	L ACCOUNTING RECORDS contain office copies of: Received memoranda, billing invoices, e/travel reports, requisitions, petty cash rs, mileage reports, direct payment forms, paid ticket books, purchase orders deposit slips, t books, etc.	Retain for three (3) years, then destroy.
12.	Fixed and IRA For Lost/S	ASSET FILE asset printouts (including vehicles) rms (office copy) tolen Forms (office copy) s Forms (office copy) er Forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
			·

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20794	Page of
1. DEPARIMENT/AGENCY	2. DIVISION	3. UNIT
Auditor's Office	All Divisions	
TEFINITION_RECTION SERVES	ATED RECORDS NORMALLY FILED AND USED / VELL AS RETENTION AND DISPOSITION PURPO	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
Audit Workpapers		1987 TO Present
6. RECORD SERIES DISCRIPTION - (BRIEFLY IN THE S	DESCRIBE THE TYPES OF INFORMATION/DOCI SERIES. INCLUDE THE PURPOSE OR FUNCTION	
_		ondence necessary for routine and
special internal audits, such	las internal audits, including	monthly bank reconciliations,
vouching files , ganeal fund,	invetory, revenue divioion, ca	pital improvement fund, etc.
All documetation relevant to (Charter and Grant Audits may be	e included. They are original and
are not duplicated in any other	er agency.	
7. RECORDS SERIES FORMST(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL	9. VOLUME [X] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL	[] MICROFILM REEL(S) 5 [] COMPUTER TAPE(S)
BOUND BOOK [] FLOPPY DISK	(k) CHRONOLOGICAL	NUMBER [] OTHER SPECIFY
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [X] FILE DRAWER(S) , [] MICROFILM REELS(S)
[] OTHER(SPECIFY)	[] OTHER SPECIFY	[] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY)
11. FILE US USED		ES BECOME INACTIVE AFTER
[] DAILY [] WEEKLY	-[X] MONTHLY	l <u>year</u> [] MONTH(S) [] YEAR(S) NUMBER
13. CURRENT LOCATION(S) (BLDG., FLOOR, (If yes, specify agency or of		RECORDS SERIES DUPLICATED ELSEWHERE?
Room 22! 400 Wahington Avenue Towson,		[] YES 63 NO
15. ACCESS RESIRICTIONS [] YES [1 to (If yes, cite law(s) & regulation(s)		IT REQUIREMENTS NOME [] STATE [] FEDERAL [3] INDEPENDEN
17. IS AN INDEX SYSTEM USED? (If yes, describe and hardware/software) 13. YES [] NO		OMENDED RETENTION tain for fifteen years, then destroy
		in the second se
		. •

19. NAME AND TITLE OF PREPARER

Lauren Smelkinson Auditor

20. TELEPHONE NUMBER

21. DATE

887-3193

3/16/92

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL RECORDS MANAGEMENT 7275 WATERLOO	DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 27 Jessup, Maryland		Page 2 of 12
DEPARIMENT/AGENCY	2. DIVISION	20174	3. UNIT
Auditor's Office	All Divisions		
DEFINITION-PROOPD SERVES A GROUP OF RELA	ATED RECORDS NORMALLY FILED ELL AS REIENTION AND DISPOS		
4. RECORD SERIES TITLE	Jan 10 Indiani jour of	IIION TONGOOD	5. EARLIEST YEAR/LATEST YEAR
			1990 TO Present
CWeck Reconciliations (BRIEFLY)	DESCRIBE THE TYPES OF INFOR	MATION/DOCUMEN	
6 DETTION CEDIES INSTITUTION -	ERIES. INCLUDE THE PURPOSE		
•		· - T	workly. The tance are forwarded
			monthly. The tapes are forwarded
from bank and developed showi	ng cleared and outstar	nding check	s and forwarded to the Office
of Finance for reconciliation.			
	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
7. RECORDS SERIES FORMST(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES S [] ALPHABETICAL		9. VOLUME [K] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] MICROFILM REEL(S) 14 [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY
[] BOUND BOOK [] FLOPPY DISK	Fx] CHRONOLOGICA	L	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		10. VOLUME [X] FILE DRAWER(S)
54 common Grand			[] MICROFILM REELS(S)
MONER(SPECIFY) Green bor	[] OTHER SPECIF	Y	/4 [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11 11 01013			Norman () Official Section
11. FILE US USED [] DAILY [] WEEKLY	53 MONTHLY		BECOME INACTIVE AFTER [] MONIH(S) [] YEAR(S)
		NUM!	· · · · · · · · · · · · · · · · · · ·
13. CURRENT LOCATION(S) (BLDG., FLOOR, I (If yes, specify agency or off:		14. IS RECO	ORDS SERIES DUPLICATED ELSEWHERE?
Room 221		•	[] YES [Y NO
400 Washington Avenue Towso 15. ACCESS RESTRICTIONS [] YES [] M		16 AUDIT 1	REQUIREMENTS
(If yes, cite law(s) & regulation(s)	_	[] NO	
17. IS AN INDEX SYSTEM USED? (If yes, endescribe and hardware/software)	xplain briefly and		ENDED RETENTION In for fifteen years, then destroy
[] YES [] NO			

19. NAME AND TITLE OF PREPARER Lawren Smelpinson-Auditor

20. TELEPHONE NUMBER

21. DATE

3/16/92

INSTRUCTIONS - TYPE OR PRINT A

DEPARIMENT OF GENERAL SERVICES

AGENCY RECORDS INVENTORY

SEPARALE FURM FOR EACH NEW OR	RECURUS MANAGEMENT		N	
REVISED RECORD SERIES. FORWARD				
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 2 Jessup, Marylan		Page 3 of 12	
DEPARIMENT/AGENCY	2. DIVISION	10 20774	3. UNIT	
Auditor's Office	All Division	ns		
DEFINITION PROOPED SERVES A GROUP	OF RELATED RECORDS NORMALLY FILI CE AS WELL AS RETENTION AND DISPO	ED AND USED AS A UN	NIT FOR	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Auditor's Recipient L	isting		1970 TO Present	
6. RECORD SERIES DISCRIPTION - (Fig. 1) As required, the Audi	RIEFLY DESCRIBE THE TYPES OF INFO N THE SERIES. INCLUDE THE PURPO tor maintains an annual li	SE OR FUNCTION OF T st of all payme	THE SERIES) ents to individuals and vendors,	
except payroll. The l	isting provides the basis	for developinga	and complying with the above	
			•	
7. RECORDS SERIES FORMST(S) Following Size [] MICROFILM	8. RECORDS SERIES [] ALPHABETICA	•	9. VOLUME (N) FILE DRAWER(S)	
[] LEGAL SIZE [] COMPUTER TO			[] MICROFILM REEL(S) 4 [] COMPUTER TAPE(S) NUMBER [] OTHER SPECIFY	
BOUND BOOK [] FLOPPY DIS	K [1] CHRONOLOGIC	CAL		
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	AL.	10. VOLUME [] FILE DRAWER(S)	
[] OTHER(SPECIFY)	[] OTHER SPECI	IFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)	
II. FILE US USED [] DAILY [] WEEKL	Y 64 MONIHLY	12. FILES BECO	OME INACTIVE AFTER [] MONIH(S) [4 YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,	•	14. IS RECORDS	S SERIES DUPLICATED ELSEWHERE?	
(If yes, specify agency Room 221 400 Washington Avenue	or office Towson, Maryland 21204		[] YES [3] NO	
15. ACCESS RESTRICTIONS [] YES (If yes, cite law(s) & regul		16. AUDIT REQU E- NONE	UIREMENTS [/] STATE [] FEDERAL [, INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If describe and hardware/software) YES [X] NO		18. RECOMMEND Reatain	ED RETENTION n for fifteen years, then destro	

19. NAME AND TITLE OF PREPARER.

Housen Smelhinson

20. TELEPHONE NUMBER

887-3193

21. DATE 4/9/92

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARIMENT OF GENERAL SERV RECORDS MANAGEMENT DIVISI 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 2079	4 Page 4 of 12
- DEPARTMENT / AGENCY	2. DIVISION	3. UNIT
Auditor's Office	All Divisions	
THE CHITTING DESTRICT SERVICES	ATED RECORDS NORMALLY FILED AND UNLIFED AND UNLIFE AS RETENTION AND DISPOSITION	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
Voucher Listing		1977 TO Present
6. RECORD SERIES DISCRIPTION - (BRIEFLY IN THE S	DESCRIBE THE TYPES OF INFORMATION SERIES. INCLUDE THE PURPOSE OR FURS selected for testing and to other audit papers, incl	· · · · · · · · · · · · · · · · · · ·
7. RECORDS SERIES FORMSI(S) [3] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL	E 9. VOLUME [4] FILE DRAWER(S) // [] MICROFILM REEL(S)
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BOUND BOOK [] FLOPPY DISK	M CHRONOLOGICAL	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL	10. VOLUME [] FILE DRAWER(S)
[] OTHER(SPECIFY)	[] OTHER SPECIFY	[] MICROFILM REELS(S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY [] WEEKLY	MONTHLY 12.	FILES BECOME INACTIVE AFTER
13. CURRENT LOCATION(S) (BLDG., FLOOR, (If yes, specify agency or off Room 221	Fice	1S RECORDS SERIES DUPLICATED ELSEWHERE? [] YES [k] NO
400 Washington Avenue Tows 15. ACCESS RESTRICTIONS [] YES [] ((If yes, cite law(s) & regulation(s)	16.	AUDIT REQUIREMENTS [] NONE [] STATE [] FEDERAL [] INDEPENDEN
17. IS AN INDEX SYSTEM USED? (If yes, of describe and hardware/software) [U] YES [] NO	explain briefly and 18.	RECOMMENDED RETENTION Retain for fifteen years, then destroy

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A DEPARIMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES. FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE. P.O. Box 275 Page 5 of /2 Jessup, Maryland 20794 1. DEPARIMENT /AGENCY 2. DIVISION 3. UNIT All Divisions Auditor's Office A CROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR DEFINITION-RECORD SERIES-REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES. 5. EARLIEST YEAR/LATEST YEAR 4. RECORD SERIES TITLE m Employees Earnings Records 6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The original records are maintained by the Office of Finance. The Auditor's copy represents a duplicate, for convenience. 7. RECORDS SERIES FORMST(S) 8. RECORDS SERIES SECUENCE 9. VOLUME [] LETTER SIZE [] MICROFILM [] ALPHABETICAL M FILE DRAWER(S) Social Security [] MICROFILM REEL(S) [] LEGAL SIZE [] COMPUTER TAPE [] COMPUTER TAPE(S) [] OTHER SPECIFY NUMBER BOUND BOOK [] FLOPPY DISK [] CHRONOLOGICAL 10. VOLUME [] AUDIO TAPE [] VIDEO TAPE [] GEOGRAPHICAL M FILE DRAWER(S) WOTHER (SPECIFY)

Microfoel [] MICROFILM REELS(S) [] OTHER SPECIFY [] COMPUTER TAPE(S) NUMBER [] OTHER (SPECIFY) 11. FILE US USED 12. FILES BECOME INACTIVE AFTER ET YEAR(S) [1] MONTHLY [] DAILY [] WEEKLY [] MONTH(S) NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office Room 221 [] YES [] NO 400 Washington Avenue Towson, Md. 21204 15. ACCESS RESTRICTIONS 11 YES 11 NO 16. AUDIT REQUIREMENTS (If yes, cite law(s) & regulation(s) [] NONE [] STATE [] FEDERAL [] INDEPENDENT 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION describe and hardware/software) Retain until no longer needed, Generated Quarterly, by Social Security #. then destroy.

19. NAME AND TITLE OF PREPARER -

20. TELEPHONE NUMBER

887-3193

21. DATE

DATE 4/9/05

INSTRUCTIONS - TYPE OR FRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD

DEPARTMENT OF GENERAL SERVICES RECURUS HAHAGEMENT DIVISION 7275 WATERLOO ROAD

AGENCY RECORDS INVENTORY

VITH RECORDS RETENTION SCHEDULE.	P.O. Box 275 Jessup, Maryland 20	294 Page 6 of /2
DEPARTMENT/ACTENCY	2. DIVISION	3. UNIT
		S. G. G.
ETALLICAL DECORD CERTIFIC A CHOUP OF REI	All Divisions ATED RECURDS NORMALLY FILED AND ELL AS REIENTION AND DISPOSITION	
. RECORD SERIES TITLE		5. EARLIEST YEAR / ATEST YEAR 1990 TO PRESENT
Financial Systems Files	DESCRIBE THE TYPES OF INFORMATI	
	SERIES. INJUDE THE PURPOSE OR	
The original files are main a duplicate retained in thi	tained by the Office of F s office for convenience.	inance. The Auditor's copy reprsents
7. RECORDS SERVES FUNDST(S)	8. RECORDS SERIES SEXUE	
[] LECAL SIZE [] MICROFILM [] LECAL SIZE [] COMPUTER TAPE	LI ALMABETICAL LY MATERICAL - Systematical - Syste	Court Code 2 [] MICHOFTIM REEL(S)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICAL	NOTIFIER SPECIFY
[] AUDIO TAPE [] VIIIRO TAPE	[] GEOGRAPHICAL	10. VOLUME LA FILE DRAVER(S)
(1 omer(specify)	[] other specify	[] MICROFILM REELS(S) [] COMPULER TAPE(S) MUBBER [] OTHER(SPECIFY)
11. FILE US USED [] DAILY [] WEEKLY	14 HAMILY	12. FILES BECOME INACTIVE AFTER [] MONTH(S) NUMBER
13. CURRENT LOCATION(S) (BLDG., FLOOR, (1f yes, specify agency or of Room 221		14. IS RECORDS SERIES DUPLICATED ELSEMIERE?
400 Washington Avenue Towso	n, Md. 21204	Firance Budget
15. ACCESS RESTRICTIONS 11 YES 11 (If yes, cite law(s) & regulation(16. AUDIT ADMULRENDUS LY NONE STATE FEDERAL INDEPENDEN
17. IS AN INDEX SYSTEM USED? (If yes, describe and hardware/software) [] NO	explain briefly and	18. RECOMMENDED RETENTION Retain until no longer needed, then destroy.
Account Corde		

. NWE AND TITLE OF PREPARER

20. TELEPHONE MUNBER

21. DATE

Lauren Smelkinsonm-Auditor

887-3193

3/31/92

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE GS 550-1)	DEFARTMENT OF GI RECORDS MANAGEI 7275 WATEI P.O. BO JESSUP, MART	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 7 OF 12
1. DEFARTMENT/AGENCY Auditors Office	2. DIVISION All du	` .	3. UNIT
	OF RELATED RECOR		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	· ·	ENTION AND DIBFOR	
Administrative and General Co	orrespondence		5. EARLIEST YEAR/LATEST YEAR
	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
Subject arrangement of original reports, directives, policing agency.	ginal letters, co ies and other mat	pies of outgoing erials related to	letters, memoranda, studies, the administration of the
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES LETTER SIZE D MICROFILM ALPHABETIC LEGAL SIZE D COMPUTER TAPE 0 NUMERICAL		EAL	# FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	☐ CHRONOLOG		
OTHER(SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION FILE DRAWER(S)
	Subject	- 	MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) DOTHER(SPECIFY)
DAILY DWEEKLY	D MONTHLY		S INACTIVE AFTER MCNTH(S)
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) O YES O NO	
15. ACCESS RESTRICTIONS TYES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS XX NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BETEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) R YES D NO Alphabetical by subject		Screen annuall longer needed policies and o planning and p development of	D RETENTION y and destroy that material no for current business. Directive other material related to the olicy that illustrate the the agency, retain permanently ransfer to the Archives.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	HUMEER	21. DATE
Lauren Smelkinson-Auditor	887-3193		3/31/92

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD	DEPARTMENT OF GENERAL RECORDS MANAGEMENT 7275 WATERLO	T DIVISION -	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 8 OF 12
1. DEPARTMENT/AGENCY Suntitors Office	2. DIVISION	visions	3. UNIT
DEFINITION - RECORD SERVES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE UNOFFICIAL PERSONNEL FILES		 	5 EARLIEST YEAR/LATEST YEAR 1970 1 1991
6. RECORDS SERIES DESCRIPTION (Briefly d Include	escribe the types of infor the purpose or function of		found in the series.
Files contain information or to copies of applications, a doctor slips, accident repor	nnual reviews, rep		
7. RECORDS SERIES FORMAT(S) [4 LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES 6. ALPHABETICA 1 1 NUMERICAL	L	9. VOLUME FILE DRAWER(S) () MICROFILM REBL(S) () COMPUTER TAPE(S) NUMBER () OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDBO TAPE [] OTHER (SPECIFY)	[] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME
11.FILE IS USED [] DAILY [] WEEKLY	[K] MONTHLY	12. FILE BECOMES 1	NACTIVE AFTER [] MONTH(S) [X YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		•	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [6] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRED	MENTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		no longer need	y and destroy that material ed for current reference. ng items for two years after
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	-	21. DATE
Lauren Smelkinson Audito	ւ [¦] 887–3193		3/31/92

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Instructions TYPE OR PRINT A DEPARTMENT OF GENERAL SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT		r division -	AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 9 OF 12	
1. DEPARTMENT/AGENCY	2. DIVISION	wrstens	3. UNIT	
DBFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as	
4. RECORDS SERIES TITLE LEAVE AND TIME SHEETS			5 BARLIEST YEAR/LATEST YEAR 1991 Present	
6. RECORDS SERIES DESCRIPTION (Briefly of Include	describe the types of infor the purpose or function of		found in the series.	
This file contains office co			daily time recordings.	
7. RECORDS SERIES FORMAT(S) [L] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL		9. VOLUME FILE DRAWER(S) NICROFILH REEL(S)	
[] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK	[] NUMERICAL [] CHRONOLOGIC		(COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
[] AUDIO TAPE [] VIDEO TAPE			10. VOLUME (4 FILE DRAWER(S)	
[] OTHER (SPECIFY)	[] OTHER (SPEC		[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY [] WREKLY	M HONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] MONTH(S) ‡k YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		YES [] NO	IES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) Payroll division & Personnel	
15. ACCESS RESTRICTIONS [] YES [d] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREM		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO Employee Name		18. RECOMMENDED RE Retain for one	TENTION e year, then destroy.	
		<u> </u> 		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Lauren Smelkinson	887-3193		3/31/92	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD H RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 10 OF 12
1. DEPARTMENT/AGENCY Auditors Office	2. DIVISION	Dursions	3. UNIT
DEFINITION - RECORD SERIES A group of 1	related records normally fi		for reference as well as
4. RECORDS SERIES TITLE BUDGET RECORDS			5 BARLIEST YEAR/LATEST YEAR 1986 Present
6. RECORDS SERIES DESCRIPTION (Briefly of Include Annual Budget Sudmissions	describe the types of infor the purpose or function of		found in the series.
Monthly Budget printouts Workpapers			•
7. RECORDS SERIES FORMAT(S) LETTER SIZE [] HICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL		9. VOLUME [4] FILE DRAWER(S)
[L] LEGAL SIZE [] COMPUTER TAPE	[] NUMBRICAL		
[] BOUND BOOK [] PLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE	[] CHRONOLOGIC		
() OTHER (SPECIFY)	(JOTHER (SPEC	CIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	[c] MONTHLY	12. FILE BECOMES 1 1 NUMBER	INACTIVE AFTER [] MONTH(S) [4] YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		•	RIES DUPLICATED BLSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES [2] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS 61 NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [X NO		then, destroy	STENTION submissions for five years, Retain all other papers then destroy.
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Lauren Smelkinson Auditor	887-3193		3/31/92

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE // OF /2
1. DEPARTMENT/AGENCY Auditors Office	2. DIVISION	evrsions	3. UNIT
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
GENERAL ACCOUNTING RECORDS			1988 Present
Files contain office copies Goods received memoranda,b	the purpose or function of s of: alling invoices, exp orts, direct payment	the series) Dense/travel repo	
RECORDS SERIES FORMAT(S) LETTER SIZE [] MICROFILM	B. RECORDS SERIES SEQUENCE ALPHABETICAL [] MUMBRICAL [] CHRONOLOGICAL		9. VOLUME FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE			/ [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK			10. VOLUNE
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		
() OTHER (SPECIFY)	[] OTHER (SPECIFY)		[] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [] DAILY [N] WEEKLY	[] KONTHLY	12. FILE BECOMES 1 NUMBER	INACTIVE AFTER [] MONTH(S) [* YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORDS SERIES DUPLICATED ELSEWHERE? WES [] NO (If Yes, Specify Agency or Office) Partially in Finance, Purchasing,	
15. ACCESS RESTRICTIONS [] TES [] NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS (文 NONE [] STATE [] FEDERAL [] INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		Retain for three years, then destroy.	
By vendor name, accou	nt		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Lauren Smelkinson Auditor	887-3193	i	3/31/92

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Instructions TTPR OR PRINT A SEPARATE FORM FOR BACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE			PAGE 12 01 12
1. DEPARTHENT/AGENCY	2. DIVISION	viseon	3. UNIT
DEFINITION - RECORD SERIES A group of retention and			or reference as well as
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
FIXED ASSETS FILE			19901 Present
6. RECORDS SERIES DESCRIPTION (Briefly d Include	escribe the types of informathe purpose or function of		found in the series.
Fixed asset printouts (incl IRA Forms (office copy) Lost/stolen forms (office f Surplus forms (office forms) Transfer Forms (office form	orms)		
			l
7. RECORDS SERIES FORMAT(S) [1] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENCE [] ALPHABETICAL		9. VOLUME
[] LEGAL SIZE [] COMPUTER TAPE			
[] BOUND BOOK [] PLOPPY DISK	L) CHRONOLOGICAL		Ì
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL [] OTHER (SPECIFY)		10. VOLUME
() OTHER (SPECIFY)			
11. FILE IS USED [] DAILY [] WEEKLY	[1] Nonthly	12. FILE BECOMES 1	INACTIVE AFTER [] NONTH(S) [4 TEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORDS SERIES DUPLICATED BLSEWHERE? [4 TES [] NO (If Tes, Specify Agency or Office) Fuxed Ametls — Central Services	
15. ACCESS RESTRICTIONS [] YES [法 NO [If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO Date:		18. RECONNENDED RETENTION Retain fixed asset Printout for one year, then destroy. Retain all other completed forms for three years, then destroy.	
9. NAME AND TITLE OF PREPARER Lauren Smelkinson - Audio	20. TELEPHONE NUMBER	887-3193	21. DATE 4/9/92